



Texas Juvenile Justice Department

**Service Provider's
Program Components
& Narrative
Documents
FY'18**



TEXAS JUVENILE JUSTICE DEPARTMENT

CONTRACT PROVIDER INFORMATION

Name of Contract Provider: Gulf Coast Trades Center		Address: 143 Forest Service Rd. #233, New Waverly, TX 77358	
Name of Operating Entity: Gulf Coast Trades Center		Address: 143 Forest Service Rd. #233, New Waverly, TX 77358	
Phone: 936-344-6677	Fax: 936-344-2386	Website: www.gctc.us	
Service Provider:			
<input checked="" type="checkbox"/> Non-Profit		For Profit	
		Government Entity	
Hub <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, attach copy of HUB certification	

Contract Provider Owner or President: Dr. Dale Underwood, Executive Director		
Organization Type: 501c3 Non-Profit General Residential Operation		
Program Administrator: Dr. Dale Underwood		
Program Administrator Phone Number: 936-344-7899	Program Administrator Cell #: 936-581-5166	Program Administrator Email Address: Dale.Underwood@gctcw.or

NOTE: Contract Owner or President must complete the Fingerprint and Background Check requirements outlined in the contract agreement even if he/she will not be working directly with TJJD youth and/or reviewing their records

Facility Capacity: 196	Gender(s): Male	Age Range: 15-18
Video Monitoring System <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, # of cameras		Length of time surveillance footage will be stored

Rehabilitative/Specialized Treatment Provided:	
*name of curriculum for specialized treatment, specialized treatment type (e.g. drug treatment, mental health, anger management) category of service (i.e. individual, group, family) and duration of service (e.g. 1 session/week for 1 hour for 10 weeks) must be documented in Statement of Work (SOW) Narrative/Program Components Document OR on the attached supplemental specialized treatment form	
<input checked="" type="checkbox"/> On-Site Education	<input checked="" type="checkbox"/> Vocational
<input checked="" type="checkbox"/> GED Preparation and Testing	<input checked="" type="checkbox"/> Independent Living Preparation
<input checked="" type="checkbox"/> Aggression Replacement Training	<input checked="" type="checkbox"/> Alcohol & Other Drugs Treatment*
<input checked="" type="checkbox"/> Anger Management Program*	
<input checked="" type="checkbox"/> Independent Living Preparation	<input checked="" type="checkbox"/> Sex Offender Treatment*
<input checked="" type="checkbox"/> Mental Health Treatment*	<input checked="" type="checkbox"/> Gang Intervention Services**
<input checked="" type="checkbox"/> Individual Counseling	<input checked="" type="checkbox"/> Family Counseling
<input type="checkbox"/> Other Services [specify here]: *	

TEXAS JUVENILE JUSTICE DEPARTMENT

ACKNOWLEDGMENTS

I, Dr. Dale Underwood acknowledge that all items listed below are current and/or in place at Gulf Coast Trades Center. If TJJD has any questions related to these matters, I can be reached via phone at 936-344-7899.

1) <u>Gulf Coast Trades Center</u> staff, contractors (to include teachers) and volunteers have completed the TJJD fingerprint and background check process, and have been fingerprinted prior to working with the TJJD youth population and/or reviewing their records <input checked="" type="checkbox"/> Yes
2) <u>Gulf Coast Trades Center</u> staff, contractors and volunteers working with TJJD youth have received initial, annual, and/or refresher training as per the licensing/certification entity standards <input checked="" type="checkbox"/> Yes
3) <u>Gulf Coast Trades Center</u> participates in the federal school lunch program <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
4) <u>Gulf Coast Trades Center</u> has completed a Prison Rape Elimination Act (PREA) audit by August 31, 2016 and will make every effort to maintain compliance with the PREA standards in fiscal year 2018 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A-Foster Care Program
5) <u>Gulf Coast Trades Center</u> allows TJJD youth at least one free phone call per week to his/her parent/guardian <input checked="" type="checkbox"/> Yes
6) <u>Gulf Coast Trades Center</u> has provided the TJJD Youth Services Contracts Manager with all audit, monitoring, and investigation reports conducted by non-TJJD entities in FY'17 [9/1/16-8/31/17] <input checked="" type="checkbox"/> Yes



Signature

06/09/2017

Date

Executive Director

Title



TEXAS JUVENILE JUSTICE DEPARTMENT

CONTRACT PROVIDER SPECIALIZED TREATMENT SERVICES

NOTE: complete separate form for each service type

Name of Contract Provider: Gulf Coast Trades Center	Fiscal Year: 2018
--	--------------------------

Specialized Treatment Services Type(s): ☒ Alcohol & Other Drugs ☐ Mental Health ☒
 Anger Management ☐ Sex Offender ☐ Other: Please Specify

Name of Curriculum: **Alcohol Education Program for Minors / Texas Drug Offender Education Program**

Anger Management for Substance Abuse and Mental Health Clients (SAMHSA)

Enhancing Motivation for Change in Substance Abuse Treatment (SAMHSA) -

Description of Service: **AEPM / DOEP -**

AEMP is designed assist the client in better decision making skills in regards to alcohol use. The will learn statics, facts medical and legal issues surrounding underage drinking.

DOEP will assist the client n the dangers of drug use, abuse and the process of behavioral changes. They will learn to identify the patterns of drug use and abuse, and develop a plan for a positive lifestyle change.

SAMHSA Anger Management Workbook Uses CBT to assist the client to gain Relaxation Techniques, Cognitive Interventions, Communication Skills, and combined interventions, which integrate two or more CBT interventions and target multiple domains to enable the client to better learn, practice and integrate treatment strategies to assist with anger issues. Anger Management covers 12 Sessions lasting a period of 6 weeks.

Enhancing Motivation for Change in Substance Abuse Treatment (SAMHSA –TIP 35) – This Curriculum helps influence the change process in the client by incorporating motivational interventions into the substance use disorder. Will assist the client’s ability to progress through the Stages of Change.

PRIORITY TWO- Will receive 6 hours of services weekly

Category of Service:

☒ Individual

☒ Group

☐ Family

Duration of Service:

☒ 2- session/week for 1 hour (s) for 24 weeks

☒ 16- session/month for @1hour(s) per session 6 months

☐ Other:

Attachment B

Treatment Provider Name: **Solutions Counseling**

☒ Contractor Employee

☐ Subcontractor

TJJD Approver Typed Name:

TJJD Approval Date:

7/10/17

X Kimbla Newsom

Kimbla Newsom, TJJD

Youth Services Contracts Manager



TEXAS JUVENILE JUSTICE DEPARTMENT

CONTRACT PROVIDER SPECIALIZED TREATMENT SERVICES

NOTE: complete separate form for each service type

Name of Contract Provider: **Gulf Coast Trades Center** Fiscal Year: **2018**

Specialized Treatment Services Type(s): ☐ Alcohol & Other Drugs ☒ Mental Health ☐
 Anger Management ☐ Sex Offender ☐ Other: Please Specify

Name of Curriculum: **Cognitive Behavior and TF-CBT Activities/Trauma Informed Care**

Description of Service: **Cognitive behavior and trauma focused cognitive behavior activities and assignments are utilized to assist client with symptom identification, goal setting and behavior change. Treatment domains include trauma, cognitive distortions, emotional regulation, risk behaviors, coping skills, social skills and interpersonal skills/relationships.**

Category of Service:

☒ Individual☒ Group☒ Family

Duration of Service:

☐ 1-2 session/week for 1 hour(s) for 36 weeks☐ 4 session/month for 1 hour(s) for 6 months☐ Other: Services scheduled according to client need.Treatment Provider Name: **Solutions Counseling and Consulting, Inc.**☒ Contractor Employee☐ Subcontractor

TJJD Approver Typed Name:

TJJD Approval Date:

7/10/17



Kimble Newsom, TJJD

Youth Services Contracts Manager



TEXAS JUVENILE JUSTICE DEPARTMENT

CONTRACT PROVIDER SPECIALIZED TREATMENT SERVICES

NOTE: complete separate form for each service type

Name of Contract Provider: **Gulf Coast Trades Center** Fiscal Year: **2018**
 Specialized Treatment Services Type(s): ☐ Alcohol & Other Drugs ☐ Mental Health ☐
 Anger Management ☒ Sex Offender ☐ Other: Please Specify
Name of Curriculum: **Pathways and Relapse Prevention**

Description of Service: **Cognitive behavior activities and assignments are utilized to assist client with offense specific treatment. Treatment focus includes offense cycle, abuse cycle, cognitive distortions, emotional regulation, risk behaviors and safety planning, relapse prevention, victim empathy, coping skills, social skills and interpersonal skills/relationships. Treatment addresses healthy boundaries, managing sexual urges/feelings and healthy sexuality and age appropriate relationships.**

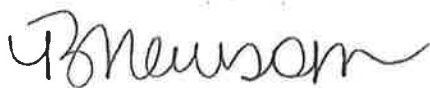
Category of Service:	Duration of Service:
<input checked="" type="checkbox"/> Individual	<input type="checkbox"/> 1-2 session/week for 1 hour(s) for 36 weeks
<input type="checkbox"/> Group	<input type="checkbox"/>
<input checked="" type="checkbox"/> Family	<input type="checkbox"/> Other: Services scheduled according to client need.

Treatment Provider Name: **Solutions Counseling and Consulting, Inc.**
☒ Contractor Employee ☐ Subcontractor

TJJD Approver Typed Name:

TJJD Approval Date:

7/10/17





TEXAS JUVENILE JUSTICE DEPARTMENT

CONTRACT PROVIDER SPECIALIZED TREATMENT SERVICES

NOTE: complete separate form for each service type

Name of Contract Provider: **Gulf Coast Trades Center** Fiscal Year: **2018**

Specialized Treatment Services Type(s): ☐ Alcohol & Other Drugs ☐ Mental Health ☐
 Anger Management ☐ Sex Offender ☒ Other: Please Specify – ART

Name of Curriculum: **Anger Replacement Therapy**

Description of Service: **ART will focus on three coordinated and integrated components: Social Skills Training, Anger Control Training, and Moral Reasoning. The program period is (10) weeks. The Social Skills Training and Moral Reasoning sessions will involve independent skills and or problem situations; the information in Anger Control Training must be sequential. Each session is intended to build on the next when delivering the program. The group will consist of 6-8 members in an ART group. Group members will attend (3) ART sessions a week, with one session per week devoted to Social Skills Training, Anger Control Training, and Moral Reasoning. Typically a single session will last an hour. Moral Reasoning sessions may last up to an hour and a half. The ART Training was selected based on the following criteria: effectiveness of reducing aggressive behavior, their value as prosocial skills against antisocial impulsivity, and their suitability in meeting group evaluation. Each session builds on the next when delivering the program. The skill of the week in Social Skills Training relates to the content of the Anger Control Training session, which in turn is associated with the Moral Reasoning problem situation.**

Category of Service:

☒ Individual

☒ Group

☐ Family

Duration of Service:

x 3 session/week for 1 hour(s) for 10 weeks

x 3 session/week for 1 hour(s) for 10

☐ Other:

Treatment Provider Name: **Gulf Coast Trades Center**

☒ Contractor Employee

☐ Subcontractor

TJJD Approver Typed Name:

TJJD Approval Date: 7/10/17

G. Newson

Attachment B

X *Kimble Newsom*

Kimble Newsom, TJJD

Youth Services Contracts Manager

TAB 3

TJJJ Statement of Work Narrative

Gulf Coast Trades Center (GCTC) is a statewide, non-profit, residential/vocational training facility for at-risk, adjudicated youth between 14 to 17 years of age. GCTC is sensitive to the cultural and unique needs of its students and strives to create an environment in which each child can be successful. The current demographics of our Center are 26%-Caucasian, 28%-African American, 44%-Hispanic and 2% other ethnicities. This highly unique agency was founded in 1971 through collaboration between the City of Houston Model Cities Program and the AFL-CIO. GCTC has developed a multifaceted program model that has provided services to over 28,500 juvenile offenders in the State of Texas. GCTC is licensed through the Texas Department of Family and Protective Services as a General Residential Operation with a capacity of 196 students. Our campus located in New Waverly, Texas is accredited by the National Center for Construction Education and Research, in the past accredited by The Commission of the Council on Occupational Education, and continues to be approved by the Texas Education Agency (TEA). GCTC has extensive experience with both state and federal contracts. GCTC and Walker Montgomery County Community Development Corporation (WMCDC) have collaborated on HUD YB grants and DOL/YBUSA funded projects, with outstanding participant outcomes and housing productions. GCTC has been recognized by the U.S. Department of Labor, for its innovative and successful model for serving at-risk, adjudicated youth through its Youthbuild program. Additionally, GCTC currently contracts with the Texas Juvenile Justice Department, Children's Protective Services, and over 100 county juvenile probation departments throughout Texas, currently serving male residents.

Direct Care and Casework Staff Ratios and Training

Gulf Coast Trades Center utilizes a staff to student ratio of 1 staff to 8 youth during awake hours and 1 direct care staff to 16 youth during sleeping hours. The caseworker ratio is 1 caseworker to 16 TJJD youth.

Training Requirements

Each GCTC employee whose primary duty it is to supervise TJJD youth receives adequate and proper training, both class room and on-the-job training before that employee can have sole supervision responsibilities. A minimum of fifty hours of training is provided annually to all staff. Employees with direct care responsibility maintain valid certification in CPR and First Aid, Suicide Prevention, Basic Youth Rights, Preventing Sexual Misconduct and Inappropriate Relationships, Abuse and Neglect of a Child, PREA training, as well as Cultural Diversity are also provided annually. GCTC currently utilizes "Handle with Care" as our approved restraint technique. All staff is fully trained within 60 days of their employment in certified restraint training and prior to providing sole supervision of youth.

Medical and Dental Services

1. GCTC currently utilizes a TJJD approved system for providing health care (medical, dental, prescriptions) for TJJD youth in the program.
2. GCTC will obtain authorization and an encumbrance number from TJJD prior to the delivery of services, except in the case of an emergency.
3. GCTC will be willing to provide supervision for youth sent off site to a hospital. Supervision to be provided at a rate of 1 staff per youth for the duration of the hospital stay.

4. GCTC contracts the medical services of Dr. Jack Pieniazek to serve as the designated Health Authority for our students in our on-campus clinic and is on call as needed.
5. GCTC currently enrolls all TJJD youth who are eligible in the Medicaid system and processes applications to the Texas Department of Human Services. GCTC informs the TJJD case management of all youth medical conditions. GCTC will pay for all over the counter drugs and basic medical supplies.

Psychotropic medications

For youth enrolled in Medicaid ongoing reviews will be obtained and GCTC will schedule these reviews with an approved Medicaid provider. GCTC is willing to require that staff administering psychotropic medications will be trained in the administration and side effects for these medications. This training will be updated annually, documented in training or personnel files, and conducted by Texas Department of Family and Protective Services.

GCTC will submit a monthly psychotropic report to TJJD whether youth are or are not prescribed psychotropic medications. GCTC will submit the psychotropic drug report due by the 5th of each month. All GCTC policies and procedures for health care services will be made available to TJJD upon request.

Psychiatric, Psychological and Treatment services

The treatment modality utilized at Gulf Coast Trades Center is the Positive Peer Culture Model (Vorrath & Brendtro). This treatment is evidence based as can be attested through countless sources of both psychiatric and psychological literature. GCTC has found that this approach of teaching peers to help one another is best utilized with this population. All staff

receive training in PPC methodology during new hire orientation. In 2017, GCTC will add Aggression Replacement Training as a tool to assist our PPC effort.

PPC groups are held in each dorm 5 days a week. Groups are primarily facilitated by dorm staff and case managers. Treatment is ongoing throughout placement and not considered complete until discharge. Progress or lack thereof is noted in individual case plans.

This behavior modification treatment system is paired with a cognitive behavior strategy level system. Both systems are evidence based and modify negative behavior and enhance positive behavior and skills.

The level system gives all staff that has significant contact with a student over the designated voting week the opportunity to vote a level that best describes that student's behavior based on level descriptors. Staff members from all departments are encouraged to vote on students. Staff voting will be done on a specific day and time by computer access. All votes are then automatically tabulated and a level that best describes that students' behavior for the week is assigned by a designated level administrator. Student levels are posted each week and discussed with caseworkers.

Didactic groups are performed daily in the form of PPC. Groups are conducted by direct staff and case managers under the supervision of support coaches. Caseworkers meet with their students each week individually or in group for counseling.

Family involvement

GCTC supports the maintenance of healthy family relationships. Visitation by a student's parent, legal guardian, conservator or referring agency is encouraged. All visitors must be approved by each student's caseworker based upon information received from the referring agency. Youth have the right to confer with their attorneys in private. Caseworkers will arrange

meetings as needed. Opportunities for each student to maintain contact with their families will be provided through *Saturday Visitation and Family Contact Visits (Sunday –Friday)*.

While students are in Orientation, families are given prompt notification of a youth's placement at Gulf Coast Trades Center by mail within 5 business days of placement at the facility. Students also receive a phone call to notify family members of their placement at GCTC. This correspondence includes the following information:

- a. Mail and telephone policies,
- b. The visitation policy and rules with directions on how to travel to Gulf Coast Trades Center,
- c. Rules regarding personal property,
- d. Rules regarding parents sending money to youth,
- e. If requested by the parent any written communications will be translated to Spanish, and
- f. Information regarding the privilege of a family visitation in the community.

Included with this communication is an *Application for a Texas Driver's License* that parents are requested to complete and sign, as well as an *Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who May Need Special Education* form that lists a contact person and a phone number so that parents may contact Gulf Coast Trades Center to discuss their child's educational plan.

Suicide Alert Policy

At GCTC any expression of suicidal thoughts, ideation or suicidal gestures, are to be regarded as definite emergencies and should be treated as such immediately by arranging for mental health assessment and treatment.

A licensed mental health professional shall conduct a mental health assessment of youth who is at risk of suicide. Program staff is made aware of youth placed on suicide alert status. All direct care staff shall receive suicide prevention training. A mental health professional is identified as a "community psychiatrist, Ph. D. psychologist", Medical Doctor, or an LPC, or LMSW ACP. This policy does not apply when a youth is on approved furlough, or unauthorized departure from Gulf Coast Trades Center.

Target Population

The target population for GCTC is male students of ages 14-17.

Daily Living Services

Upon admission to the GCTC program each student is required to attend initial orientation which explains intake discussion items, orientation, program content, menu of services, placement discussion, and indication of progress. A copy of the visitation schedule below is provided in each student handbook:

Saturday Visitation	Family Contact Visit
Occurs each Saturday from 12:30p to 3:30p	Occurs as scheduled and must be attended by Caseworker (typically weekdays or Sunday)
Only Parents, Legal Guardians or Conservators may attend	Parents, Grandparents and Court Personnel as arranged by Caseworker and referring agency
Visitors must remain inside the Family Life Center (FLC) for the duration of their visit	Contact will take place in area deemed appropriate by caseworker.
No food, purses, bags or other items allowed in FLC area with exception of valid I.D. and change for snack machine.	Pictures and letters may be submitted to the caseworker for approval.
Clergy and ministers allowed	Clergy and ministers allowed
Level 4 and 5 students may leave campus with parents, guardian or managing conservator with caseworker/referring agency approval	Level 4 and 5 students may leave campus with parents, guardian or managing conservator with caseworker/referring agency approval
Students with off campus privileges will not be allowed to return with food, bags or other items	Students with off campus privileges will not be allowed to return with food, bags or other items

Each youth is given a copy of the *Student Handbook* and content items explained. Each student indicates their knowledge of these areas by signature.

Facility Description

The Gulf Coast Trades Center campus is located on a 55 acre reserve in the Sam Houston National Forest approximately fifty two miles north of Houston. The campus provides facilities for academic instruction, vocational skills training, counseling, health care, nutrition, physical education, housing, and administration. The physical address is 143 Forest Service Road #233, New Waverly, Texas. The agency is owned through a purchase of land from the United States Department of Agriculture. In the event of catastrophic events the facility is completely self-contained and has natural gas powered generators to back up electrical systems, a private well, waste treatment plant, and cafeteria with the capability to store two weeks of food.

(See Campus Map and Floor Plan)

Most dorm rooms are open bay with private restrooms and showers that may allow three youth at a time to utilize those facilities, although it is our practice to allow only one youth in a restroom at a time. There is room in the dorms for the youth to play board games, card games, and dominoes. Each dormitory is equipped with cable television and books for reading. Current bedding is arranged in bunk style with each student supplied with the appropriate linens. Newer dormitories are constructed reflecting updated *Licensing Minimum Standards* with enclosed bedrooms of up to a maximum of four beds per bedroom.

GCTC is a non-secure facility. Staff members shall verify students assigned to their supervision at the beginning of the shift. Provision for substitute supervision for staff shall be arranged through the immediate supervisor. Student absences shall be reported to the

Administrator on duty (AOD), Shift Supervisor, principal, and the student's caseworker.

Headcounts are conducted throughout the shift to document student movement.

Recreational space

Gulf Coast Trades Center has ample acreage for recreation. Our facility provides a football field with goal posts which also doubles as a soccer field, a sand volleyball court, a separate softball field with dugouts, a gymnasium with a regulation size basketball/volleyball court, and a weight room for muscular development. Additionally, we also provide students with a video gaming center equipped with six- 42 inch 1080p high definition screens and Xbox or Xbox 360 gaming units with the controllers to host multiple players at a time. Gulf Coast also has a swimming pool that students are able to enjoy during the summer months.

Nutritional Meals

- a. All GCTC meals are nutritional and are in full compliance with Licensing standards and the Texas Department of Agriculture dietary guidelines. GCTC believes that it is in full compliance with TJJD guidelines for nutrition and food service policy and procedure.
- b. GCTC meals are certified as nutritionally balanced by the United States Department of Agriculture USDA in compliance with the National School Lunch Program (NSLP), and the menu is reviewed by a registered dietician.
- c. GCTC currently meets all nutritional requirements as specified by Texas Juvenile Justice Department according to age, gender, activity level and any identified special physical or medical need.

- d. GCTC currently employs a Food Service Supervisor trained in menu planning and meal production recording.
- e. GCTC is currently in compliance with all guidelines established by the NSLP/ School breakfast program.
- f. GCTC is currently in compliance with all guidelines established by the Department of State Health Services and receives inspections as required by NSLP/SBP and state and local sanitation/health standard.
- g. GCTC is currently in compliance with all guidelines established by the Department of State Health Services and receives inspections as required by NSLP/SBP.
- h. GCTC Food Service possesses a current and valid food establishment permit.
- i. GCTC keeps temperature records for food storage, preparation and service.
- j. In conjunction with the standards established by the NSLP, GCTC believes that the established diet is full compliance with the recommended daily allowances from the National Research Council.
- k. GCTC serves food as indicated on menus and a record of substitutions is kept on file for 3 years.
- l. Food production records are completed for each meal and snack
- m. Students with special medical or religious diets are first assessed by qualified personnel to determine best practice. Special medical diets are adhered to closely under the direction

medical staff. Religious diets are provided whenever feasible and not in conflict with the nutritional and health needs of the student.

- n. GCTC meals are consistent with those as established by the NSLP.
- o. GCTC maintains a single menu for both staff and students.
- p. A copy of our weekly menu is consistent with NSLP guidelines (**See Attached**)
- q. GCTC serves meals within the 14 hour maximum from the beginning of supper to the beginning of breakfast.
- r. A sample of our snack menu is as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
Rice Crispy Treats	Muffins (assorted)	Peanut Butter cookies	Brownies	Oatmeal Cookies	Graham Cinnamon sticks	Graham Crackers

Education Services

Provide education services as required by state and federal law.

The Raven School provides courses required for a student to be able to graduate using any of the three endorsements approved by the Texas Education Agency (TEA); minimum, recognized and distinguished. This includes plans for any students enrolled at the Raven School that may have specialized needs. The Raven School is a charter school established in 1998 with its charter renewed in 2013 and on-going. A Foundation School Program, courses include only those courses that meet graduation requirements and not a large number of elective courses. The exception is that the Buzbee Vocational High School (part of the Raven School Charter) provides a wide variety of Career and Technology (CTE) courses. The liaison for the Raven School is

Gulf Coast Trades Center (GCTC) Executive Director and Superintendent of Schools, Dr. Dale Underwood (see attached letter). TEA's high school diploma plans, in turn, comply with federal laws.

Provide year round school of 240 instructional days, with a minimum of 4 hours of instruction per day.

The number of instructional days for the 2016-2017 school year consists of 242 days (see attached school calendar). The 2017-2018 school calendar was recently approved by the Raven School Board at the May 26, 2017 meeting. The 2017-2018 school calendar will contain no less than 240 days of instruction. The school day begins at 8:00 a.m. and ends at 4:00 p.m. As per the charter, the day is spent in a combination of trade shop classes and academic classes. Not counting the thirty minute lunch period, each student receives no less than six and one-half hours of instruction daily.

Provide on-campus school, delivered by a local school district or TEA-approved charter school.

The Raven School (charter school) is geographically located within the GCTC 50+ acre compound. Trade shops, academic buildings, library, main stream and inclusion special education services, and school administration make up the buildings and services that take place on GCTC grounds. 2016-2017 school personnel are 100% Highly Qualified (HQ), meeting TEA HQ status requirements (see attached charter). Student monitoring, due process hearing, accountability, indemnification, agency investigations, and charter authority are defined within the charter.

Provide General Education Diploma (GED) preparation courses on-site.

Some students are more likely to achieve a GED than a high school diploma due to at-risk factors such as age, low number of credits, and past history of inability to perform at passing rates on state assessments. Although students continue to be enrolled in TEA approved courses toward achieving a high school diploma, Raven School staff recognize that the need for a GED as a back-up plan is essential for some. Therefore, students are encouraged to prepare for and test for their GED.

Students are administered the Test of Adult Basic Education (TABE) test in the first week of enrollment to gauge student readiness for GED examination. Transcripts are sought from the last education entity students attended. After a transcript review and upon results of this diagnostic tool, academic staff is informed and an individual plan is mapped out, including a timeline for GED testing for each student. Students who are determined to need extra assistance will receive more one-on-one or small group tutoring time than others. At minimum, all students receive daily tutelage through academic classes; a minimum of two hours. In addition, some students are called to extra tutoring by staff hired specifically to tutor for GED testing. Extra study time may range from one hour a week up to three hours per week.

Generally, students must achieve a half credit in each of the four core subject areas in high school coursework. Students may then sign up to take the GED examinations offered on the first Tuesday and Thursday of the month.

Provide G.E.D. preparation courses in the community.

GCTC provides GED preparation and testing onsite only.

Provide access to G.E.D. testing center. TJJD will pay for the initial tests, if the program is not the testing site.

GCTC / Raven School is a certified host site for GED testing. Personnel from Education Service Center (ESC) 6 come from Huntsville to GCTC on the first Tuesday and Thursday of each month to proctor GED examinations to students who have qualified for the tests. Raven School staff prep the library resource center (LRC) physically and assist with students accurately filling in personal information prior to taking the tests. The LRC is located in a central location on the school campus and is a large room with plenty of space for students to work at tables away from each other. No less than two proctors from ESC 6 (also approved by the GED examination authorities) attend for the duration of all tests. Staff has students separated at lunch time from other students and sit in the same vicinity. The LRC is locked when students are not in the room for test security purposes, and only students who are actually taking the tests on their designated days are allowed in the LRC on testing days.

Provide college level courses.

College level courses are provided for those students who qualify to take them. GCTC / Raven School has staff trained in assisting students to complete the online application for Federal Student Aid (FSA). Students who successfully pass all parts of their GED tests or who receive their high school diploma while at GCTC are eligible (and encouraged) to continue their education at a post-secondary level. The Raven School has also secured self-paced software that assists student preparation for taking college entrance examinations. A working relationship exists with Sam Houston State University for the purposes of completing college entrance examinations (Accuplacer tests). A Memorandum of Understanding (MOU) is maintained with

the Lone Star College system for enrollment in dual credit coursework or college courses following achievement of a GED or diploma.

Payment for these college level courses will be the responsibility of the referring agency.

The Raven School will seek the TJJD's permission for the student to participate.

Provide continuing education. Service provider must provide reading and math courses for youth with G.E.D. or high school diploma.

In addition to the avenues available via dual credit and on-line college courses, students who have GED/diploma and/or college entrance requirements completed continue to receive mathematics and English/language arts instruction from the Raven School until discharge. ELA and mathematics coursework is directed in relevant independent living strategies.

Clothing

- a. Each student is provided with new sneakers, and shower shoes, 4 pairs of underwear, socks, shirts, uniforms, and shorts. Upon entering the work experience portion of the program students receive 4 new shirts and jeans and a pair of boots for work off campus. When seasonally appropriate, students receive coats, gloves, and caps.
- b. GCTC currently provides uniforms appropriate to work in trade shop areas. Students may wear more appropriate attire when going on off campus outings or church.
- c. Upon admission to GCTC students are escorted to our clothing center to be properly fitted. Measurements are taken and the appropriate clothing given. Sizes are given to residential staff to ensure that student maintains the appropriate fit during his stay in the program.

- d. Clothing is laundered daily according to schedule. Students have the opportunity each business day to express a desire for larger or smaller sizes should that become necessary as they make developmental progress.
- e. Laundry Schedule - soiled clothing is laundered nightly by residential staff and issued each morning. Linens are laundered weekly and replaced as needed to ensure proper bedding.

Transportation

GCTC will provide transportation for services required by the statement of work as well as approved overnight visits away from the facility and supervised by program staff.

Security

- a. GCTC will provide structured and supervised activities for a 24 hour period 7 days a week.
- b. GCTC will provide adequate procedures to ensure the security of vehicles and facility keys.
- c. GCTC will provide for preventative maintenance and emergency repairs to the facility.
- d. GCTC will provide adequate fire protection at the facility.

Emergency Plan

The purpose of the Emergency Action Plan is to be prepared for any type of catastrophic event. These could include severe weather, fire, or any event that presents an emergency or evacuation for the Center.

The following steps should be followed:

- 1. Storm/Weather Activity Monitored by AOD;
 - a. Communicate Verbally,

- b. Evaluate Projected Path,
 - c. Re-evaluation Projected Path.
2. Set-up Command Center in Board Room;
- a. Maps of Campus,
 - b. Topographic View, if available,
 - c. Infrastructure – Utilities,
 - d. Have Messenger/Runners on Standby,
 - 1. Access Walkie-Talkies (Education/Residential Dept.)
3. Physical Plan (All Campuses) Maintenance Assignment;
- a. Service Equipment, Tools, Supplies,
 - b. Have Vendors/Supplies on Standby for Parts Order,
 - c. Board Windows, if deemed necessary,
 - d. Pick up Loose Material around Campus,
 - e. Check Emergency Back-up Power,
 - 1. Run all generators
 - f. Have Pumps Available to Remove Water,
 - g. Wet-Vacs Available for Dorms, Shops, Offices,
 - h. Order Port-a-cans,
 - i. Maintenance Available for Salvage and Overhaul,
4. Warehouse to Have Potable Water Supply Available in Building;
- a. Additional Batteries,
 - b. Additional Flashlights,
 - c. Additional Blankets,

5. Food Services;
 - a. Prepare Food,
 - b. Stock Kitchen/Non-Perishable Food Items (3 days),
6. Residential Department;
 - a. Evacuate Students,
 - b. Head Counts Conducted,
 - c. Evacuate to Safe Havens,
 1. Cafeteria-Main Campus
 2. LRC Main Campus
 3. Gymnasium
7. Secure Construction Sites,
8. Technology Department;
 - a. Information Systems:
 1. Computers
 2. Telephones
9. Salvage and Overhaul Team;
 - a. Maintenance Supervisor and Department,
 1. Check for Gas Leaks
 2. Check for Down Power Lines
 3. Check on Building Damage
 - b. Staff to be Assigned General Clean-up and housekeeping duties

10. First Aid Treatments to be provided by Medical Department. If Trauma Occurs, call New Waverly Volunteer Fire Department Emergency Medical Services;
 - a. In the case of evacuation secure medications and medical files for transport.
11. Human Resources Department to Provide Personnel Pools (Staff Demands);
12. Public Information (News Media) will be handled by Executive Director, or designee,
13. Notification of referring agencies, including the Texas Juvenile Justice Department will be handled by the Executive Director, or designee,
14. Notification of students' parents, conservators, etc., will be conducted by the Social Services Director,
15. Switchboard Operator(s) to keep Switchboard clear on in-coming calls not related to emergency personnel,
16. Warehouse to Secure Fleet;
 - a. Make sure Vehicles are full of Gas,
 - b. Make sure Vehicles are Road Worthy,
17. Tree trimming Services will be Provided by Oliphant Tree Services of Huntsville or Bob's Tree Services,
18. Fire Suppression;
 - a. Incipient Stage Fire – GCTC staff,
 - b. Structure Fire – NWVFD,

- c. Forest Fire – United States Forest Service.

Youth Grievance System

1. Youth, parents or guardians of youth, and youth advocates have a right to file grievances concerning care, treatment, services, or conditions provided for youth under the care of GCTC. GCTC will resolve grievances in a prompt, fair, and thorough manner; however, grievances alleging criminal violations of abuse, neglect, and exploitation will be referred to law enforcement for investigation and disposition.
2. GCTC recognizes that informal discussions between staff and youth are a key element in resolving issues or concerns at the earliest stage and contribute to a positive facility culture. GCTC will make staff available to meet with youth whenever possible, limited only by consideration for facility order and the safety of youth and staff.

General Rules (for grievance filing):

1. There is no limitation on the number or subject matter of grievances a person may file.
2. Residents will file complaints in the locked wooden box in the cafeteria during any meal time. Blank complaints are provided in each dorm, and also in the cafeteria. Parents/guardians or youth advocates may file grievances with their youth's caseworker. Any student who needs assistance filing a complaint may meet with their caseworker as well. The caseworker will assist individuals with disabilities who request accommodations in order to access the youth grievance system.

3. The only restriction imposed on a student filing a complaint is that it does not interfere with the daily schedule of the youth. Every day each youth is given free time in the evenings.
4. Retaliation or interference by staff concerning the filing or resolution of grievances will not be tolerated and is grounds for immediate disciplinary action up to and including termination.
5. To the extent possible, grievances will remain confidential. The identity of a person filing a grievance will not be shared with staff members other than those necessary to resolve the grievance. Youth files will not contain any reference to the filing of grievances.
6. Students will be informed of the system for filing and resolving grievances upon arrival at GCTC. Notices containing information on the grievance system will be posted in English and Spanish in conspicuous areas throughout GCTC. Parents/guardians will be provided information on the grievance resolution system and local contact information upon a youth's admission to GCTC.
7. Persons with limited English proficiency may file grievances in languages other than English.
8. GCTC will provide confirmation of receipt, including a tracking number, to any grievant that has a legal right to access confidential youth information.
9. Upon written request, a parent/guardian of a youth under 18 years of age will be provided with a summary of grievances filed by his/her youth. A youth 18 years of age or older must provide consent in order to release a grievance summary to his parent/guardian.

Youth Requests to Conference with Staff

1. Youth assigned to GCTC may submit a written request for a conference with any staff member assigned to his facility as an informal means of addressing issues or concerns. Conferences with youth will be scheduled at the earliest opportunity that does not jeopardize youth or staff safety, facility order, or an ongoing investigation. Youth will be notified in cases where the request cannot be honored promptly.
2. A youth may elect to file a grievance if he is dissatisfied with the result of the staff conference or the issue(s) raised in connection with the conference request cannot be resolved by his selected staff member. However, in no case will a youth be required to submit a request for a conference as a preliminary step prior to submitting a grievance.

Grievances

1. Methods of Filing a Grievance
 - a. Youth Grievance forms
 - i. All students must have access to grievance forms. Blank forms can be located in the front of every dorm, and also in the cafeteria for students to get and fill out.
 - ii. All grievance forms should be turned in during a meal time in the wooden box in the front of the cafeteria. The box will be emptied each morning at 8am, by Mr. Briggs, Mr. Dunleavy, or a designee.
 - iii. A youth will be provided with a copy of each grievance that he submits. The youth will also sign the bottom of the complaint form stating that he received a copy of the complaint.

iv. A youth who wishes to withdraw a grievance form must do so in writing in the presence of at least 2 staff members.

b. In Person to a Caseworker

i. Any person who is unable or unwilling to submit a grievance in writing may verbally communicate a grievance to their caseworker, or the Administrator of the Social Services Department.

c. Incident Reporting Center

i. Any person may submit a grievance, from a TJJD youth, to the TJJD Incident Reporting Center (IRC) by telephone. The phone number for the IRC is posted in each dorm.

2. Resolution of a Grievance

a. Grievances will be promptly collected at 8am every normal business day from the wooden box in the cafeteria. They will be immediately reviewed and expedited in order to avoid substantial loss or harm if delayed. They will then be signed with the date that it was received at the top of the form.

b. The grievance will then be assigned to a staff member who is not directly involved in the grievance and has the authority to implement an appropriate corrective measure or knowledge or access to provide clarifying information. Grievances involving healthcare issues must be assigned to a person with appropriate clinical expertise and credentials. The assigned staff member will provide a written response to the grievant within 15 workdays of submission of the grievance. Currently the Executive Director, or designee, will be in

charge of investigating allegations when investigations are assigned to the facility.

3. Appeal of Grievance Resolution

- a. A grievant may file an appeal if dissatisfied with the response. Except for healthcare-related grievances, GCTC will designate a staff member to provide a written response to the appeal. Appeals of responses to healthcare-related grievances will be submitted as direct appeals to the Executive Director, or designee. TJJD youth may also appeal to the Executive Director of TJJD.
- b. For grievances that are not healthcare-related, a grievant may submit an appeal to the Executive Director, or designee. TJJD youth may also appeal to the Executive Director of TJJD.
- c. A Grievant may submit a direct appeal to the Executive Director, or designee, if no written response is received within 15 working days after submitting a grievance or an appeal of a grievance response. TJJD youth may also appeal to the Executive Director of TJJD.
- d. An appeal to the Executive Director, or designee, exhausts all administrative remedies on the issue(s) raised in the grievance. TJJD youth may also appeal to the Executive Director of TJJD.

4. Prison Rape Elimination Act (PREA) Grievances

- a. All youth are informed of their safety and rights regarding PREA sexual harassment and sexual abuse during orientation when they first arrive at GCTC.

- b. Any PREA grievance may be made by youth to any GCTC staff in writing or verbally. Confidentiality will be maintained by staff. Retaliation by any alleged perpetrator will not be tolerated. The safety of our youth is our top priority.
- c. ALL PREA grievances will be taken seriously and immediate appropriate action for a youth's safety will take place, including informing the appropriate authorities and agencies as warranted through investigation by the GCTC Sexual Abuse Incident Response (SAIR) team.

Hygiene Items

GCTC provides all needed hygiene products for all youth. If youth have specialized products due to health or other personal issues, GCTC will accommodate these needs to the point of reasonableness.

Youth Rights and Privileges

GCTC understands the rights afforded each student through the TJJD system. Current policies comply with TJJD GAP as well as TDFPS standards and guidelines. GCTC bases student privileges on the GCTC Behavioral Level System. Each student is given an equal opportunity to attain any and all privileges accordingly. Level Opportunities are defined as follows:

Level 5 - Independent Status:

Achievement by youth of the top of the level system. All opportunities are available & negotiable, in addition to all of the level four privileges.

Level 4 Opportunities:

Eligible to participate in level 4 off campus outings.

Eligible to participate in off campus activities.

Eligible for all holiday furloughs (after being in the program 90 days with approval of referring agency).

Eligible to participate in all on campus extracurricular activities.

Eligible for off campus family visitation on Saturday (unless restricted by probation orders or other imposed restrictions).

Eligible for community service projects.

Eligible to represent the agency as a spokesperson.

Eligible to participate in Leadership Group & other student organizations.

Eligible to transition into the work experience program.

One additional phone call per calendar month. (7 minute call)

Eligible for peer mentoring and tutoring.

May mail 2 letters per day. (3 on Monday)

Level 3 Opportunities:

Eligible for off campus outings as they occur for level 3's outings only (ex: Church off campus).

Eligible for participation in all on campus activities.

Eligible for holiday furloughs (after being in the program 120 days).

Eligible to transition into the work experience program.

Eligible for community service projects.

Eligible to participate in Leadership Group & other student organizations.

Eligible for peer tutoring.

May mail one letter per day. (2 on Monday)

Level 2 Opportunities:

Limited to on-campus movies or extracurricular activities.

Not eligible for off-campus activities.

Eligible only for required community service projects.

May mail one letter per day. (2 on Monday)

Level 1 Opportunities:

Opportunities for any extracurricular activities are strictly limited.

May mail one letter per day. (2 on Monday)

Orientation:

Opportunities for on campus activities determined on a daily basis based on behavior and staff assessment of suitability.

Behavioral Consequences

The Level System is a tool designed to provide regular feedback to youth on their progress in attaining the necessary skills to be successful in the program. Levels are not designed to be discipline.....rather an evaluation of a student's behavior. Discipline at GCTC is comprised of natural and logical consequences. The goal of this system is to build an atmosphere where students strive to be responsible and ultimately no longer need strong external motivators to behave responsibly.

Purpose

1. To provide weekly feedback to students regarding their behavior.
2. To track student behavioral trends and issues.
3. To reward and motivate students.
4. To provide consistency across campus life regarding behavioral expectations.
5. To be a guide for participation in appropriate activities.
6. To act as a gauge of a student's suitability for various program entry and exit points.

Method

All staff that has significant contact with a student over the designated voting week will vote on a level that best describes that student's behavior based on level descriptors. All departments are encouraged to vote on students. Staff voting will be done on a specific day and time by computer access. All votes are then automatically tabulated and a level that best

describes that student's behavior for the week is assigned by a designated level system administrator who will remain anonymous. Student levels will be posted each week and will also be listed on the daily head count sheet. Levels are not appealable by students. Students with level issues will discuss them with their caseworker during scheduled appointments. Should an actual mistake be determined by the caseworker, this will be reported to any of the designated administrators who evaluate levels.

Reasons for a **REQUIRED** drop of one level:

- fresh tattoos/paraphernalia
- Out of Area
- gang related activity

Reasons for an **IMMEDIATE** drop **TO** level one for a minimum of 7 days:

- AWOL
- Smoking
- Drugs/drug paraphernalia
- alcohol
- assault

At the conclusion of the seven days, the student will be eligible for a new level assignment at the next scheduled evaluation period.

* Evaluation periods span from Tuesday at 4:00 PM until the next Tuesday at 3:59 PM.

Level Descriptions

Orientation Level – level assigned to newly arrived youth that have been on campus less than 7 days. If the student meets the criteria for dropping a level during this 7 day period, level one will be assigned immediately and the student will begin participating in the level system.

<p>Level 1 - MINIMAL DESIRE TO CHANGE</p> <p>Doesn't accept/want help Antagonistic Defiant Negative attitude Requires constant supervision Accepts no responsibility Continually disruptive Selfish Complains Disrespectful Unmotivated Ignores/avoids Shows little or no remorse Repeated rule violations</p>	<p>Level 2 - DOES ONLY ENOUGH TO GET BY</p> <p>Game playing (behind the back activities/fronting) Struggling to make commitment to change Blames others Difficulty adjusting to rules Often ignores requests Sporadically responsible Excessive horseplay/silly Bothers others Needs supervision Careless Easily misled in negative behavior Misleads others in negative behavior Sneaky Disrespectful</p>
<p>Level 3 - TRYING TO WORK THE PROGRAM</p> <p>Demonstrates positive behavior most of the time Trying to be trustworthy Accepts feedback Works well with supervision Accepts responsibility for actions Tries to influence peers positively Usually separates from negative behavior Pleasant and positive most of the time Acknowledges the need for change Typically abides by program guidelines Respectful and Accepts help</p>	<p>Level 4 - POSITIVELY INVOLVED IN ALL ASPECTS OF PROGRAM</p> <p>Has completed a minimum of 45 days in the program. Takes learning seriously Consistent positive role model Capable of independent work Loyal to GCTC Concerned about personal progress Willingly assumes extra responsibility Mentors others Shows leadership</p>

Independent Status (Level 5) – Consistently Does the Right Thing for the Right Reason!

- Achieved the highest level in the level system.
- Attainable upon completing 120 days in the program.
- Must have 3 consecutive weeks of level 4 status either just before attaining 120 days or anytime thereafter.

This status is earned, may be lost due to inappropriate behavior, and is an example for other youth.

Religious Activities

Gulf Coast Trades Center students have the right to participate in their respective religious practices on campus. Gulf Coast Trades Center permits ministers or clergy to visit youth. Arrangements can be made during reasonable hours. They have the right not to practice religion in accordance with personal decisions. Gulf Coast Trades Center provides weekly on campus non-denominational religious services for students. Students may request to participate in off-campus church activities. Students under eighteen (18) years of age requesting baptism will secure prior parental, managing conservator and/or referral agency approval.

Students do not have the right to practice a belief system/religion that presents a threat to the safety and/or security of students. Gulf Coast Trades Center staff shall remain neutral concerning the student's religious preferences. Religious groups interested in conducting services, activities and/or events must have prior approval from the Executive Director, or his designee. Gulf Coast Trades Center may provide staff and transportation for students desiring baptism.

Trust Fund

Gulf Coast Trades Center provides an adequate accounting system for any youth's personal funds, and The Raven School provides education and guidance in financial literacy and money management.

When a youth has money upon arrival, admissions will log the amount on the *Student Inventory Sheet*. The youth will verify all information as being correct before he signs the form. The money is then logged in a 3 part money receipt book. One copy is put into the youth's master file, one copy is kept in Admissions, and one copy is sent to Accounting with the cash, check, or money order. When the Accounting department receives the money a 3 part money receipt is filled out. One copy is sent to the youth's caseworker, one copy is kept in the receipt book, and one copy goes with the deposit slip. The money is then deposited into the Student Trust Fund account which is a restricted cash account. An entry is then made into the accounting program using the youth's name and student ID number for the amount of the deposit at the time of intake.

At discharge, the student's caseworker provides the accounting department with a check request and a copy of the money receipt requesting a check for the student's funds to be released. The accounting department will verify the amount the student should be receiving and releases the funds to the caseworker and/or student.

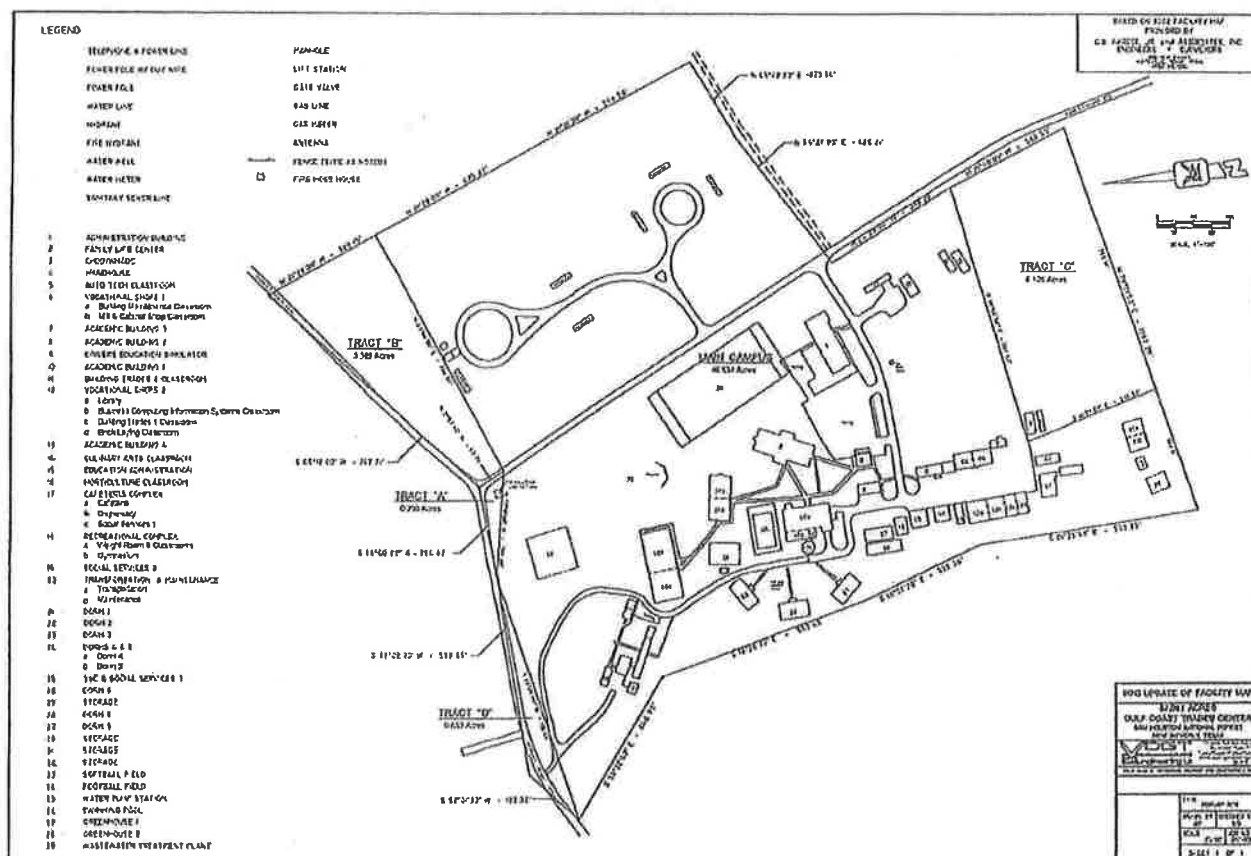
Program Completion

Successful program completion can be determined by many factors. Each youth individualized case plan (ICP). This is started in the first thirty days a youth is in residence. Completion goals and objectives are written into the plan that cover all areas of the program.

This would include objectives such as GED, Diploma, Work Experience, School Credit, Drivers License and Vocational Trade Certificate. Youth must also complete the TJJD minimum length of stay (MLOS). No youth completes and discharged without the consent of TJJD.

Risk Assessment

GCTC utilizes the same risk assessment tool as TJJD, **Residential Pack from the Nobles software**. In order to determine the risk factor for a new youth the social services department uses the previous R-Pack that had been completed by TJJD at orientation. This is utilized for the thirty day ICP. Risk is re-evaluated at the ninety day mark and every ninety days thereafter using the R-Pack. This allows GCTC and TJJD see the risk factors decreasing or any increases as well.





Statement of Work Narrative/Program Components

Service Provider certifies by his/her signature that all information in the SOW is complete and accurate and that the services described will be adhered to for the extent of the contract, unless amended with the agreement of both parties; and that he/she has full authority to sign and submit the Statement of Work Narrative/Program Components and Budget.

Service Provider:

A handwritten signature in black ink, appearing to be "J. Smith", written over a horizontal line.

Signature and Date

Approved by Youth Services Contracts Manager:

A handwritten signature in black ink, appearing to be "P. Neumann", written over a horizontal line.

Signature and Date